

Request for Qualifications to Pre-Qualify Firms to Operate the C/CAG-VTA Travel Demand Model in Support of Transportation Analysis and Planning in San Mateo County

March 24, 2014

**City/County Association of Governments
of San Mateo County (C/CAG)**
555 County Center, 5th Floor
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Solicitation

The City/County Association of Governments (C/CAG) of San Mateo County, a Joint Powers Agency composed of the County of San Mateo and all twenty cities within the County, invites your firm to submit its qualifications to be pre-qualified to operate and enhance the countywide travel demand model used by C/CAG, its member agencies, and planning partners in San Mateo County for transportation analysis and planning. C/CAG currently licenses the countywide travel demand model from the Santa Clara Valley Transportation Authority (VTA), which maintains a travel model that is optimized for the counties of Santa Clara and San Mateo and accounts for transportation impacts from neighboring counties and regional commute sheds (the “C/CAG-VTA Model”).

Only VTA and firms pre-qualified through this solicitation will be authorized by C/CAG to perform modeling services using the C/CAG-VTA Model. Potential project sponsors, including C/CAG, its member agencies, and planning partners (the Peninsula Corridor Joint Powers Board, SamTrans, and the San Mateo County Transportation Authority), may consult with VTA or the pre-qualified firms for various travel model applications, including, but not limited to:

- Development of general travel demand forecasts to support transportation studies,
- Development of detailed traffic output volumes for site-specific development traffic impacts analysis, and
- Calculation of air quality analysis impacts to support greenhouse gas (GHG) emissions reduction strategies.

Three (3) or more firms will be pre-qualified through this solicitation and placed on a list making them eligible to operate the C/CAG-VTA Model for transportation projects in San Mateo County for three years. Placement on this list does not imply that firms will be contracted by C/CAG, its member agencies, or planning partners to perform modeling services.

Background

Congestion Management Program legislation requires that C/CAG, as the congestion management agency for San Mateo County, develop and maintain a countywide travel demand model. C/CAG licenses the countywide travel demand model for San Mateo County from the Santa Clara Valley Transportation Authority (VTA), which maintains a travel demand model that is optimized for the counties of Santa Clara and San Mateo and accounts for transportation impacts from neighboring counties and regional commute sheds (the “C/CAG-VTA Model”).

The C/CAG-VTA Model is a four-step travel demand model implemented in Citilabs Cube Voyager software that is based on the BAYCAST-90 travel forecasting system previously used by the Metropolitan Transportation Commission (MTC). The model is currently being updated to be consistent with the most recent land use and socioeconomic database of the Association of Bay Area Governments (ABAG). Additionally, the travel analysis zones and model networks are being revised to provide more detail in transit corridors and maintain consistency with Census 2010 geography.

Submittal Requirements

Each submittal must include the following information. This information should be confined to no more than six pages excluding past work samples, references, and resumes of key staff members.

1. Briefly describe your firm's capabilities in Citilabs Cube Voyager modeling software.
2. Identify the qualifications of your staff to operate the C/CAG-VTA Model. Brief resumes of key staff may also be included. Please identify the primary individuals who will be the point of contact and who will be the backup individuals.
3. Briefly identify any experience your firm has with the C/CAG-VTA Model or models of similar construction.
4. Briefly describe any experience your firm has working with local public agencies in San Mateo County. Highlight any past projects involving analysis or post-processing of model outputs, such as level of service (LOS), vehicle miles traveled (VMT), and GHG emissions.
5. Briefly describe any experience your firm has utilizing and enhancing travel demand models for such purposes as traffic impact analyses, operational planning, cost-benefit analyses, and multi-modal level of service analyses.
6. If possible, provide sample work products, schedules, and budgets from past projects described in numbers 3-5 above.
7. Provide a list of references, including contact information, of agencies/individuals for which you have operated the C/CAG-VTA Model or models of similar construction.

Evaluation Criteria and Selection Process

A panel of staff from C/CAG, its member agencies, and planning partners will review and rank the statements of qualifications received by the submittal deadline based on the quality of responses to the submittal requirements listed above. Finalists may also be asked to interview with the selection panel. Following this process, three (3) or more eligible firms will be pre-qualified and placed on an eligible list.

Pre-qualified firms will sign a use agreement and be provided a copy of the updated C/CAG-VTA Model. A project sponsor seeking application of the C/CAG-VTA Model by one of the pre-qualified firms must first obtain authorization for the project from C/CAG staff (typically on a *pro forma* basis). There is no fee for authorization if requested by, or under the auspices of, a local government or agency belonging to C/CAG. Developers and other private entities that do not belong to C/CAG will be assessed a fee for authorization. Following authorization, contract negotiations for specific work remain between the project sponsor and the pre-qualified firm.

Specific projects may require adaptations of, or enhancements to, the C/CAG-VTA Model. Any changes to the C/CAG-VTA Model made by pre-qualified firms during specific model runs will be provided to the VTA for potential incorporation into the C/CAG-VTA Model.

Submission Deadline

Responses must be received **NO LATER THAN 5:00 P.M., Monday, April 28, 2014.** Four (4) bound copies and one (1) unbound copy of your materials should be mailed or delivered to:

Attn: Wally Abrazaldo
City/County Association of Governments (C/CAG)
555 County Center, 5th Floor
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